

**BOARD OF PARDONS AND PAROLES  
JOB DESCRIPTION**

POSITION TITLE: CLERK III –  
Institutional Parole

SALARY GROUP: A11

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clint Gunnels DATE: 10/19/2021

POSITION #: 064076

**I. JOB SUMMARY**

Performs highly-complex clerical work. Work involves coordinating clerical activities; compiling and tabulating data; checking documents for accuracy; handling and transporting documents; and maintaining files. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares, reviews, edits, and reconciles discrepancies in correspondence, reports, records, summaries, manuals, and other related forms and documents, ensuring accuracy, completeness, and compliance with agency rules, regulations, policies, and procedures; and prepares and distributes information to staff.
- B. Maintains and coordinates the maintenance of parole operations inmate correspondence, records, and files to include the receipt, storage, transfer, and issuance of documents and files, document-tracking processes, and electronic document storage; verifies tracking information and coding; resolves discrepancies; and recommends procedural improvements.
- C. Compiles, organizes, and tabulates data; prepares documents for data entry and enters data in the database; reviews data entry, retrieval, and data searches; posts, reviews, and edits information to agency records; and recommends modification of forms and records.
- D. Answers inquiries regarding policies, procedures, rules, and regulations; responds to requests for information; assists in preparing instructional materials and procedural manuals; and assists in training and orienting new employees.
- E. Arranges the scheduling, transfer, delivery, and receipt of fixed assets, surplus property, and office supplies; checks for quantity and quality; arranges for repair and service of office equipment; and assists in conducting annual physical inventory.
- F. Performs backup receptionist duties; maintains office schedules and appointments; opens, sorts, and distributes incoming mail; prepares mail-outs; processes outgoing mail; maintains and reviews records on postage, registered mail, and packages; and maintains and updates mail-tracking systems.

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G. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Computer operations experience preferred.
- \* Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
8. Skill to prepare and maintain accurate records, files, and reports.

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9. Skill to train others.

10. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.